

**TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: POLICE OFFICER – PRIVATE FIRST CLASS
PATROL DIVISION
POLICE DEPARTMENT**

GENERAL STATEMENT OF JOB

Under regular supervision, performs law enforcement work patrolling assigned areas of the Town and responds to calls for service. Work involves protecting life and property through the enforcement of laws and ordinances; preventing crime; apprehending criminals; enforcing the laws and ordinances in a designated area on an assigned shift. Employee works under stressful, high-risk conditions. Reports to the assigned Sergeant.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs patrol activities; patrols the Town

Prevents and discovers commission of a crime.

Apprehends and arrests criminals and offenders.

Enforces State and Town laws and ordinances.

Deters law violators.

Answers calls and radio complaints for service.

Conducts investigations such as accident, felonies, misdemeanors, etc.

Administers first aid.

Testifies in court and to Magistrates.

Questions and interviews suspects and witnesses of crimes or events.

Issues citations for violators.

Prepares offense reports on criminal activity.

Maintains issued equipment and uniforms.

Performs minor maintenance of Police cruiser.

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Serves warrants.

Processes, logs, and collects evidence at crime scenes.

Serves as a Training Instructor.

Provides back up assistance to Officers.

Directs traffic; provides traffic control.

Assists citizens during times of need (domestic violence, death).

Performs bicycle patrol and funeral escorts.

Assists motorist when their vehicle is disabled or who are lost with directions.

Provides relief to Communication personnel.

Assists at social functions sponsored by the Town.

Provides mutual aid when needed.

Performs child safety seat installations.

Receives and/or reviews various records and reports such as radio transmissions, citizens complaints, statutes/ordinances, legal updates, offense/incident reports, roll call, etc.

Prepares and/or processes various records and reports such as offense/incident/accident reports, Officer notes, monthly evaluation, criminal/traffic summons, parking tickets, monthly reports, court dockets, oral testimony, etc.

Refers to Virginia Code, Town Ordinance Code, Vienna Police Department general orders, administrative regulations, report/accident writing manuals, etc.

Operates a vehicle and a variety of equipment such as radio system, radar/lidar, computer, 911 telephone system, etc.

Uses a variety of tools such as firearms, handcuffs/leg restraints, digital camera, maps, impact weapon, pepper spray, books, summonses, writing instruments, paper, general office supplies; and a variety of computer software such as CAD/RMS, NCIC/VCIN, Cris Cross dictionary, Microsoft Word, etc.

Interacts and communicates with various groups and individuals such as the Sergeant, Officers, Dispatchers, suspects, witnesses/victims, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs general clerical work as required, including attending meetings, preparing reports, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, greeting and assisting office visitors, etc.

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Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by four to six years of experience in the law enforcement field; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have successfully completed required law enforcement courses and possess required law enforcement certifications. Must possess a valid Virginia driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a computer, telephone, firearms, vehicle, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crawl, crouch, lift, carry, push, pull, climb, balance, walk, jump, run and traverse uneven terrain. Must be physically fit and able to defend one's self from attack or physical assault. Must be able to restrain, lift and/or carry adults of varying weights.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor. Includes receiving direction from supervisor.

Language Ability: Requires ability to read a variety of law books, maps, policy and procedure manuals, warrants, criminal records, etc. Requires the ability to prepare presentation materials, reports, logs, records, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds and in a variety of technical and/or professional languages including law enforcement.

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Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the policies, procedures, and methods of the Patrol Division of the Police Department as they pertain to the performance of duties of the Police Officer – Private First Class. Has considerable knowledge of the functions and interrelationships of the department, Town, and other governmental agencies. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Has knowledge of the structure, functions and inter-relationships of state and local law enforcement agencies. Has knowledge of up-to-date law enforcement procedures. Has knowledge of firearms, automotive, radio and other law enforcement equipment. Is skilled in the use and care of firearms. Has knowledge of legal rights of accused persons and law enforcement. Has knowledge of criminal behavior and methods of operation. Has knowledge of civil process. Is able to analyze problems that arise on the job and recommend solutions. Is able to assemble information and make written and oral reports concisely, clearly and effectively. Is able to comprehend, interpret and apply regulations, procedures and related information. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Has sufficient knowledge of other County departments to communicate with their representatives as necessary in carrying out duties and responsibilities. Is able to deal courteously, yet firmly and effectively with the public in police situations. Has knowledge of the layout of local roads and of the locations and characteristics of the various neighborhoods. Has the mathematical ability to handle required calculations accurately and quickly. Is able to react quickly and calmly in emergency situations. Has knowledge of the standard tools, materials and

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practices of the trade. Is skilled in the care and use of required tools and equipment. Has knowledge of the occupational hazards and safety precautions of the trade.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Writes accurate reports of events. Provides accurate oral description of events. Maintains weapons use proficiency via the maintenance of target practice skills. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations. Patrols assigned area in vehicle. Collects and preserves evidence. Explains nature of complaints to offenders, witnesses and victims. Reviews information or criminal activity in area.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas. Advises persons of constitutional rights. Ensures that assigned sectors are patrolled with diligence and resoluteness. Responds to law enforcement calls promptly and reliably. Requests emergency assistance for accidents.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction. Uses initiative to investigate suspicious persons and vehicles.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors, including the firing of weapons while on duty, the encountering of armed suspects, the use of deadly force when necessary and the subduing and arresting of resisting/attacking individuals. Gives warning to offenders in lieu of arrest or citation. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment whenever possible.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra-and inter-departmentally. Exchanges necessary information with other officers. Participates in meetings with other officers. Informs other units of major incidents.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Interacts and works effectively with citizens.

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Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Comforts emotionally upset individuals, talks with people to establish rapport. Advises victims, witnesses and offenders on legal procedures. Engages in the mediation of family disputes when appropriate. Refers people to agencies providing social services. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety standards, including the handcuffing of suspects and prisoners, the conducting of frisk and pat downs, the recovery of weapons from suspects who give up, performing evasive maneuvers to recovery weapons and the operation of vehicles in both emergency and non-emergency situations and conditions. Adheres to established housekeeping standards, including the cleaning and inspection of weapons. Checks condition and status of assigned patrol equipment/vehicle. Ensures that safety and housekeeping standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.